

Clerk of Court Cover Letter (Request for Pre-Conviction Restitution Lien)

_____, 20__

Clerk of Court
Clerk of Court’s Address
City, State, ZIP

Re: State v. _____
(Defendant’s Name)

Cause No. CR _____

Dear Clerk of Court:

As a victim in the above referenced case, and pursuant to ARS § 13-806(C), I am filing the enclosed Request for Pre-Conviction Restitution Lien against _____ (Defendant). Enclosed is a proposed Pre-Conviction Restitution Lien for the judge’s signature.

In accordance with ARS § 13-806(A), there is no filing fee or any other charge for this type of lien. Please make four (4) certified copies of the Pre-Conviction Restitution Lien and mail to the address listed below in the enclosed self-addressed, stamped envelope.

If there are any problems with the enclosed documents or if you have any questions, you may contact me at: _____.

Thank you for your attention to this matter.

Sincerely,

Victim/Lienholder’s Signature
Printed Name
Address
City, State, Zip

Enclosures (3)